



NOTICE OF JOB OPENING

Information and Referral/Assistance Specialist

Appalachian Council of Governments (ACOG)/Area Agency on Aging (AAA)
Full Time with excellent benefits; salary commensurate with experience

ACOG is seeking an Information and Referral/Assistance Specialist to facilitate senior access to supportive services and to the community's public and private resources based on an individual assessment and a comprehensive plan service. Qualified applicants will have first-rate administrative skills for accurate client files and data entry, and excellent oral communication skills to effectively communicate with seniors to determine their needs.

QUALIFICATIONS

Bachelor's degree with a minimum of two years of experience in social work, public health, nursing, or a related field; OR equivalent combination of training and experience with demonstrated competence to fulfill duties assigned to this position. Must become State Health Insurance Plan (SHIP) certified and Alliance of Information and Referral Systems (AIRS) certified within one year of hire.

A complete job description can be found on our [website](#)

Position is open until filled: applications received by 5:00 PM on September 13, 2021 will be given priority.

Please email or deliver a cover letter, resume, and references to Tim Womack at:

Appalachian Council of Governments

Attn: Tim Womack

30 Century Circle

Greenville, SC 29607

(twomack@scacog.org)

ACOG is committed to creating a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment.